

SUSTAINABLE BURBANK TASK FORCE
September 20, 2010 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Community Room, 200 North Third Street, on the above date. Mr. Jef Vander Borght, Chair, called the meeting to order at 4:36 p.m.

II. ROLL CALL:

Members Present:

Jeff Catalano
Nicholas de Wolff
Geoffrey Folsom
Wendy James
Dr. Maureen Kellen-Taylor
Cynthia La Camera
Ken Lewis
Lisa Rawlins (Vice Chair)
James Smith
Sharon Springer
Tom Steele
Jef Vander Borght (Chair)

Members Absent:

Emily Gabel-Luddy
Mark Hardyment
Youth Board Representative

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teafor – Public Works Director, Public Works
Sherry Richardson - Administrative Officer, Public Works
Sean Corrigan – Chief Assistant Public Works Director, Public Works
Ken Johnson – Assistant Public Works Director, Public Works
Kreigh Hampel – Recycling Coordinator, Public Works
Jeanette Meyer – Marketing Manager, BWP
Michael Thompson – Principal Civil Engineer, BWP
Steve Soghomonian – Electrical Engineering Associate, BWP
John Cheng – Assistant Community Development Director, CDD
Tom Sloan – Deputy Building Official, CDD
Tracy Steinkruger – Senior Planner, CDD
Johnathan Frank – Administrative Officer, PR&CS
Mary Riley – Sr. Assistant City Attorney, City Attorney's Office
Jacqui Batayneh – Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

A. Public: None

B. Task Force Members:

Dr. Kellen-Taylor reported that the Zero Waste Subcommittee suggested planning a “meet and greet” for the SBTF so that Burbank residents can meet Task Force members and learn about Task Force projects. Staff will place this item on the October SBTF agenda for further discussion.

Mr. Golonski stated that upon further review of the proposed logo, he found that it does not contain any wording that refers to sustainability or “green”. Mr. Golonski suggested that the Task Force review the proposed logos again and consider all options before making a final decision.

Ms. Rawlins reported that the Public Outreach Subcommittee would like to build higher sustainability awareness among the public that will reach the entire Burbank community. The Subcommittee would like to focus on “a better Burbank” and brand the effort to encourage people to visit the website and engage the public, so that they can learn how to contribute to the sustainability effort and become involved in building a better Burbank.

Mr. Vander Borcht asked the Task Force if they are receiving staff emails regarding upcoming City Council agenda items that are of interest to Task Force members. Ms. Teaforde stated that all Council agenda items are important and staff uses their best judgment to email the Task Force those items might be of particular interest to the group.

Mr. Vander Borcht asked that the order of the agenda items be changed so that Subcommittee Reports and Priorities Discussion follow the Approval of Minutes. This will give each Subcommittee the opportunity to provide a complete report and allow time for more in depth discussions. The order in which each Subcommittee presents their individual report will rotate for each SBTF meeting.

Mr. Vander Borcht stated that he was unable to attend the SBTF Council presentation in July, but has since been able to watch the presentation and has a renewed interest in how the Task Force can better serve the Council.

C. Staff Communication:

Mr. Hampel reported that “Taste of Burbank,” scheduled for October 7, 2010, has a strong zero waste campaign and will include a farmer’s market and “green” chef demonstrations. Mr. Hampel invited Task Force members to participate in the Recycle Center booth. On Tuesday, September 21, 2010, staff will recommend that the Council adopt the resolution in support of Extended Producer Responsibility (EPR); authorize the Mayor to sign the California Product Stewardship Council Pledge of Support; and authorize the Public Works Director to advocate EPR legislation and related regulations. A composting workshop is scheduled for Wednesday, September 29, 2010, and a Recycle Center tour is scheduled for October 9, 2010. A turf removal workshop has not been scheduled to date.

IV. APPROVAL OF MINUTES:

Ms. Rawlins moved and Mr. Lewis seconded, to approve the minutes from the August 23, 2010, meeting with Mr. de Wolff’s corrections. The following changes were made: Item V, Mr. Vander Borcht suggested having the Public Outreach Subcommittee use the input provided by the Task Force to move forward in refining the logo. Item X, Section C, The members of the Olive Avenue Streetscape Subcommittee, Ms. Gabel-Luddy and Mr. Lewis,

would like to be included in any future meetings to discuss the Olive Avenue Streetscape project. Mr. de Wolff reported that traffic counts on Verdugo Avenue are ongoing, and a bicycle count was completed approximately one month ago. The motion was approved by all present.

V. SUBCOMMITTEE REPORTS AND PRIORITIES DISCUSSION:

A. Dr. Kellen-Taylor, on behalf of the Zero Waste Subcommittee, reported that Heidi Sanborn, Executive Director of the California Product Stewardship Council (CPSC), gave a brief overview of the CPSC during the public comment period at the September 14, 2010, City Council meeting to lay the groundwork for the EPR resolution. Dr. Kellen-Taylor encouraged Task Force members to attend the Council meeting on Tuesday, September 21, 2010, in support of the EPR resolution.

B. Mr. Lewis, on behalf of the Energy Subcommittee, reported that the Subcommittee has not met since the last SBTF meeting in August. The Subcommittee's priorities have not changed from the items that were put forth to the City Council during the SBTF presentation in July 2010. Currently, Burbank has nineteen percent tree canopy coverage in the public right of way area, and the target is set to rise forty percent in the next thirty years, with a basic target of one percent increase per year. At present, the City code for parking lot tree coverage requires forty percent coverage, but the City code has no mechanism for enforcement. The Subcommittee would like to work on finding a way to enforce parking lot tree coverage requirements. The Subcommittee would like to adopt a residential cool roof policy that is reasonable and appropriate, approximately twenty-five to thirty-five percent. Mr. Lewis distributed information sheets, "Heat Island/Cool Roofs," attached as part of these minutes. The Task Force engaged in discussion. Mr. Lewis asked the Task Force to support an Energy Subcommittee study session with the City Council. Mr. Golonski recommended that the Energy Subcommittee ask for individual, single topic agenda items. Mr. Vander Borgh reaffirmed the list of SBTF priorities:

1. Early Involvement In Major Infrastructure Projects
2. Heat Island Heat Reduction
 - a. Cool Roofs
 - b. Tree Canopy
3. Transportation
 - a. Complete Bike Network
4. Extend Producer Responsibility
5. Strategic Communication
 - a. Communicate City's Efforts
 - b. Branding Campaign
6. Storm Water Management

C. Mr. de Wolff, on behalf of the Mobility & Urban Design Subcommittee, reported that the bicycle network has gaps that require closing if the system is to flow sufficiently and effectively. The Subcommittee will be spending the next month reviewing the bicycle network plan, identifying the aforementioned gaps, and wherever possible, proposing possible solutions to bridge said gaps. The Subcommittee is alternatively clarifying where gaps may exist that present challenges and do not have immediate solutions. The Subcommittee will report back to the Task Force on the status of the bicycle network plan, and on gaps that have been closed so the plan and network can be completed. On November 2, 2010, the Verdugo Avenue Roadway Configuration project is scheduled to go to City Council for its six month review. Mr. de Wolff encouraged all Task Force members to attend the Council meeting to provide support. As requested by the Task Force at the August 23, 2010 meeting, the Subcommittee put together a

proposed agenda of top ten issues for discussion at a future meeting with the Transportation Commission:

1. Complete the connection of the Chandler bike path to the San Fernando regional bike path.
2. All new or remodeled parking lots or structures must integrate bicycle facilities.
3. All transportation projects must automatically address multimodal transportation options. Whenever a road is resurfaced or other transportation system or route planned, include the review and implementation of alternative transportation opportunities and/or needs; including bike lanes, bus routes, sidewalks, etc.
4. Update City sidewalk standards.
5. Expand the Burbank Bus system to provide local transit services outside commuter hours and on weekends.
6. Metrolink improvements, such as running every 30 minutes.
7. Construction of underpasses or overhead crossings for all Metrolink traffic within Burbank.
8. Redline extension into Burbank.
9. Orange bus-way extension into Burbank.
10. Proposed High Speed Rail.

Ms. Teaford and Mr. Herrmann, Community Development Director, CDD, will consider the proposed topics and assemble an agenda based on common items that both the Task Force and Transportation Commission can discuss during a future joint meeting.

Mr. Vander Borcht asked the Task Force for their input regarding letters to the editor in response to items that appear in the newspaper. The Task Force engaged in discussion.

- D. Ms. La Camera, on behalf of the Water Subcommittee, reported that after reviewing the SBTF recommendations and the Task Force Action Plan, the Subcommittee has chosen to make storm water management their main focus. The Subcommittee met with Los Angeles County and is further inspired by their discussions regarding low impact design Best Management Practices (BMPs). The Subcommittee toured several projects and saw how various types of BMPs were incorporated in recharging storm water. The Subcommittee also met with several City staff members from the Planning Division, Public Works Department, and BWP to develop an understanding of how storm water is managed by the City. A study session with the City Council is planned for November 16, 2010, to introduce the Council to storm water management. The Subcommittee is going over presentation materials with Nancy Steele, Executive Director of the Los Angeles & San Gabriel Rivers Watershed Council (LASGRWC). The Subcommittee would also like to approach storm water from a regulatory stand point and discuss the increasing stringent regulations that the Regional Board is imposing on storm water. Ms. La Camera reported that the Subcommittee would like to promote Johnny Carson Park, scheduled as an agenda item on September 28, 2010, as a demonstration project since numerous improvements are scheduled to occur. The Subcommittee recommends that the Council approve the early preparation of the conceptual design for Johnny Carson Park. The Task Force engaged in a brief discussion.
- E. Ms. Rawlins, on behalf of the Public Outreach Subcommittee, reported that the Subcommittee is trying to find ways to physically and tangibly involve people in the sustainability effort. The Subcommittee has not met with Keith Sterling, PIO, since the August SBTF meeting, to go over the logo samples or discuss a possible new website theme. Mr. Steele suggested updating the website and promoting sustainability through branding by placing the selected logo in various locations throughout the City to draw

people to sustainability. Mr. de Wolff suggested creating short two minute video blogs (vlogs) of individual Task Force members giving brief basic overviews of specific SBTF priorities. A new vlog could be posted on the website each month and could also be used to direct viewers to an URL for more information. Dr. Kellen-Taylor suggested that the SBTF engage in public outreach through community events to promote sustainability awareness. The Task Force engaged in discussion.

VI. ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY USA:

Ms. Steinkruger, Senior Planner, CDD, reported that the City, along with the Cities of Glendale and Pasadena, is currently in the process of preparing an application to become a member of ICLEI. A resolution is scheduled to go to Council on November 16, 2010.

Mr. de Wolff moved and Ms. James seconded, to support the Planning Division staff's recommendation that the City of Burbank apply to become a member of ICLEI – Local Governments for Sustainability USA, and recommend Council's approval of this item.

VII. CALGREEN BUILDING STANDARDS CODE RECOMMENDATION:

As requested by the Task Force at the August 23, 2010, meeting, the Subcommittees agreed to evaluate the CALGreen building standards and report back on this item to the full Task Force. Mr. Golonski gave a brief overview of the options for the Task Force to discuss. One option, which staff is recommending, is to adopt the CALGreen standards as is, with the opportunity to have further discussion in approximately six months to come back and look at adding selective measures, a Tier 1, or a Tier 2. A second option is to adopt the CALGreen mandatory measures with a 15% increase in the Title 24 Energy Code requirements for both residential and non-residential. Additional selective measures for recommendation will require substantial backing and a solid justification for the Council to consider making them mandatory. Mr. Sloan, Deputy Building Official, CDD, stated that the CALGreen item will go to Council on October 19, 2010. The Task Force asked questions of staff and engaged in discussion. The general consensus of the SBTF is to support staff in its efforts to adopt the mandatory requirements and to work with staff during the next six months to review other selective measures.

VIII. ALAMEDA NORTH NEIGHBORHOOD PROTECTION PROGRAM UPDATE:

Ken Johnson, Assistant Public Works Director, Public Works, gave an update of the Alameda Neighborhood Protection Program (NPP), initiated to address issues raised by residents in conjunction with the development of the Platt project. A report is attached as part of these minutes. An NPP is the installation of restrictions to help protect parking and traffic movements throughout a residential neighborhood due to developments adjacent to that neighborhood. Mr. Johnson stated that in 2003, the City Council directed staff to create an NPP for the area north of Alameda Avenue and Olive Avenue and south of Oak Street between Hollywood Way and Buena Vista Street. The area was later expanded to include the neighborhoods north of Oak Street to Verdugo Avenue. Mr. Johnson gave a brief overview of: 1) Restrictions Prior to Alameda North NPP, 2) Unrelated Improvements, 3) Phase 1 Modifications, 4) Proposed Phase 1 Modifications, and 5) Proposed Phase 2 Modifications. Items 1-5 are attached as part of these minutes. The Task Force asked questions of Mr. Johnson and engaged in discussion. Mr. Golonski suggested having a Subcommittee review the Alameda NPP. Mr. de Wolff proposed that Mr. Johnson attend the next Mobility & Urban Design Subcommittee meeting to further discuss this item. Ms. Teaford suggested that the Traffic Commission review the Alameda NPP report at their September 23, 2010, meeting, and give their input prior to Mr. Johnson meeting with the Mobility & Urban Design Subcommittee.

IX. BURBANK WATER & POWER'S LAKE STREET PROJECT UPDATE:

Michael Thompson, Principal Civil Engineer, BWP, gave a Power Point presentation titled, "Green Street Improvements to Lake Street," attached as part of these minutes. Mr.

Thompson gave an overview of the demonstration project's components, which include permeable pavers with a gravel reservoir, infiltration planter bump-outs, filtration planters at

open spaces, the Silva Cell system, and the Kristar Tree Pod system. All of the project's landscaping will be irrigated with recycled water, and the street and pedestrian lighting will be changed to LED. The cost of the Lake Street improvements was not known. Mr. Thompson stated that as of September 20, 2010, the project demolition and subsurface improvements are complete. The remaining work includes installation of landscaping, installation of curbs and sidewalks, and installation of LED lighting. Mr. Thompson reported that BWP is also working on improvements to percolate all storm water falling on the BWP campus, and to use recycled water for landscaping and all other BWP processes. In addition, all BWP campus area and task area lighting will be changed to LED for energy efficiency. The Task Force asked questions of Mr. Thompson and engaged in discussion.

X. COMMUNITY GARDENS PROJECT UPDATE:

Mr. Frank, Administrative Officer, PR&CS, gave a brief update on the Community Gardens project, attached as part of these minutes. The Community Gardens project, Action Item 17, is an element of the City's Sustainability Action plan as well as a Work Program goal for PR&CS. In 2008, the City Council provided staff with direction to look into the feasibility of developing a pilot garden. PR&CS provided Council with a list of potential community garden property sites, which includes City-owned property, Burbank Unified School District property, Los Angeles Department of Water and Power property, and Los Angeles City-owned property. In order for the project to be successful, PR&CS is focusing on locating a parcel in a high density residential neighborhood with flat land, ample sun, and utility connections. Other considerations are parking and traffic impact, surrounding uses and neighborhoods, overall size of the parcel, and land ownership. The Task Force asked questions of Mr. Frank and engaged in discussion. Ms. Springer asked that one or two Subcommittees of the SBTF work with PR&CS on the Community Gardens project. Ms. Springer informed the Task Force that recycled water can be used for edible landscapes and that the Community Garden project would be a tremendous educational opportunity. The Zero Waste Subcommittee and the Water Subcommittee will work together with PR&CS on the Community Gardens project.

Agenda Item XII – San Fernando Boulevard (Brighton to Cohasset) Resurfacing Project Update will be held over until the October 18, 2010 meeting.

XI. ADJOURNMENT:

The meeting was adjourned at 7:30 p.m. The next regularly scheduled meeting will be held on Monday, October 18, 2010, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teafora, Public Works Director
BT: jb

*Attachments:

Heat Island/Cool Roofs
Alameda North Neighborhood Protection (NPP) Update Report
Alameda NPP Items 1-5
BWP Green Street Update
Community Garden Project Update